1.0 GENERAL

The NCOA^{Link} (National Change of Address Linkage System) Product is a product of the SnappCheck Address Management Technologies™ suite that provides mailers with a tool to update and correct mailing lists used for the preparation of mail that will be submitted to the USPS for acceptance and delivery. NCOA^{Link} will analyze the names and addresses in mailing lists and provide an updated address where a change of address has been submitted to USPS in order for mail to be delivered to a new address. A CASS-certified ZIP+4 address matching product matches and standardizes addresses to provide input for NCOA^{Link} and name matching. Utilization of the NCOA^{Link} Product will allow mailers to keep their address lists up-to-date.

1.1 PURPOSE

1.1.1 The purpose of these performance requirements is to establish standard criteria of performance that USPS requires NCOA^{Link} Software Developers ("Developers") to comply with. The software will enable NCOA^{Link} Licensees to have access to the following address list services:

- Acceptable standardization and address matching services
- Detection of undeliverable addresses due to change of address
- New address when a name and old address match the change of address file.

1.1.2 Developer's matching software must adhere to specific USPS requirements regarding the services as well as to the matching rules and specifications herein. Developers must utilize Coding Accuracy Support System (CASS) certified software for ZIP+4 processing. In addition, Developers will be tested on a periodic basis using an NCOA^{Link} test address file similar to CASS. CASS is an existing USPS certification process available to all commercial firms.

1.1.3 Developer is responsible for programming all necessary NCOA^{Link} software. Prior to any use, sale and/or distribution of Developer's NCOA^{Link} software, Developer must obtain a separate license under one or more of the license categories authorizing said use, sale and/or distribution.

1.2 PRODUCT DESCRIPTION

1.2.1 The NCOA^{Link} Product utilizes what is referred to as "hash" tables. The hash tables are secure datasets that will only provide new address information when queried with a specific algorithm of the name and old address from a mailer's address list which matches the information as it appears on a USPS Change of Address form (PS 3575).

1.2.2 Extensive programming will be required to interface with the NCOA^{Link} Product datasets. A software interface will customize the type of input format, provide the desired output and contain appropriate links with ZIP+4 matching software.

1.2.3 Weekly updates to the NCOA^{Link} Product datasets (hash tables) will be provided via DVD to Licensees. Licensees must utilize the current CASS ZIP+4 product with the NCOA^{Link} updates to provide the up-to-date address. Refer to Figure 2 for acceptable use dates of the ZIP+4 process.

1.2.4 The Developer and Licensee, in order to utilize the NCOA^{Link} product, must meet all requirements and specifications contained within the License Agreement, the most current version of these Performance Requirements, and the most current version of the Software Developer Guide (SDG), unless modified by USPS in writing.

1.3 MULTIPLE SERVICE OFFERINGS

1.3.1 Additional processes, such as ZIP+4, DPV and LACS, can be run either independently or interactively with NCOA^{Link} processing.

1.3.2 Prior to NCOA^{Link} processing, input addresses presented to NCOA^{Link} must be processed through CASS Certified matching software to obtain ZIP+4 coded, parsed addresses. The ZIP+4 coded, parsed result and the corresponding name will be used to query NCOA^{Link}. ZIP+4 results must be obtained within the valid window for processing based on the date NCOA^{Link} processing is performed and the chart of valid ZIP+4 dates provided in Figure 2.

1.3.3 DPV and LACS are required processes for Full Service Providers. These processes are optional for Limited Service Providers and may be provided at the licensee's expense. The software required for processing these multiple services may be bundled as a single integrated software package or provided separately for each individual service. There are separate license requirements and certification procedures for each process/service.

2.0 DEFINITION

2.1 In order for a Licensee to use the NCOA^{Link}, it must submit a series of inquiries to USPS secure hash tables that will yield a new address for the purpose of updating mailing lists when both the name and old address are matched (NCOA^{Link} process). Input is in the form of a complete name, a 9-digit ZIP+4 Code and a parsed address. The direct output contains the 11 digit Delivery Point Barcode (DPBC), the move effective date, the middle initial (if present on the COA) and gender identification. The software must convert the information to a normalized street address in accordance with the SDG.

3.0 GENERAL REQUIREMENTS

3.1 Any Developer wishing to use, sell and/or distribute NCOA^{Link} software must first develop software that utilizes as its address input the 9-digit ZIP+4 Code and parsed address output from a USPS CASS certified software. The NCOA^{Link} software will utilize this information along with the complete name as it appears on the input record to obtain a match to a COA. NCOA^{Link} cannot assign a ZIP+4 Code nor will it respond to a non-ZIP+4 coded address. The Developer must perform a process quality review. USPS must review, and approve the software's performance prior to any actual NCOA^{Link} processing occurring in a production environment to ensure that all license requirements are met. Upon USPS determining that Developer has met all requirements in the license and that the software meets all USPS requirements, USPS will provide the Developer a license for its proposed software.

3.2 Developer shall not export the NCOA^{Link} Product and/or datasets outside the boundaries of the United States of America or its territories without prior written approval of the USPS.

3.3 As a licensee of the USPS, Developer agrees that any and all data, source code, or information received from the USPS or otherwise obtained or developed in the course of, or as the result of, the performance of the license agreement with USPS shall:

3.3.1 Be kept in strict confidence and shall not be disclosed in any manner to any organization (including professional societies) other than the USPS until released of such obligation by the USPS in writing, and,

3.3.2 When in Developer's possession, be provided with adequate physical, technical and administrative safeguards to prevent unauthorized access, disclosure, misuse, or attention.

3.4   Copies of this document and any new updates to the License Agreement, the Performance Requirements, or the Certification Procedures will be posted on the RIBBS website at http://ribbs.usps.gov/files/NCOALink.

4.0   SPECIFIC REQUIREMENTS

4.1   Developers must create NCOA^{Link} software for licensing that will access the NCOA^{Link} Product.

4.2   Software must use USPS CASS certified Address Matching software parsed, standardized output to query the NCOA^{Link} Product.

4.3   Software must contain features to meet the provisions of Standards of Performance as summarized here and detailed in Paragraph 8.0 below.

      a.   Record and store all information on mailers and third party facilitators (Brokers, Agents and List Administrators).
      b.   Record and store required reporting information from list processing.
      c.   Produce reports in expected format upon request.
      d.   Repair all software deficiencies promptly.

4.4   Software must generate and maintain a record of all specific reports as required in paragraph 10.0 below.

4.5   Software will provide a method for validating existence and active status of unique Customer IDs prior to the acceptance of a list for processing. The Customer ID is defined in paragraph 10.2 below.

4.6   Software must be capable of:

      a.   Processing full file replacements via DVD.
      b.   Processing address lists of at least 100 unique names and addresses with valid and active Customer IDs.
      c.   Rejecting address lists of less than 100 unique names and addresses.
      d.   Rejecting processing requests for invalid or inactive Customer IDs.
      e.   Accessing the NCOA^{Link} system as required by the NCOA^{Link} Software Developer Guide.
      f.   Translating the new Delivery Point Codes returned into standardized addresses where matches are found.
      g.   Assigning all applicable standard footnote codes.
      h.   Performing the following processing options:

Option	Description	Code
Business only	Software system will provide new address information for Business moves only.	B
Individual only	Software system will provide new address information for Individual moves only.	I
Individual and Business	Software system will provide new address information for Individual and Business moves only.	C
Standard	Software system will not restrict any matches or prohibit the return of information based on move types (Business, Individual or Family).	S

i.   Processing Standard matching logic inquiries in the following order:

Business	Match on business name.
Individual	Match on first name, middle name, surname and title required. Gender is checked and nickname possibilities are considered.
Family	Match on surname only.

j.   Prohibiting surname only matching except as allowed in Standard matching logic.
k.   Providing footnote only processing options.
l.   Providing and storing all statistical reports and data files as required.
m.   Enforcing a 45-day expiration date based on the date of the NCOA^{Link} Product.
n.   Providing adequate security that will prohibit unauthorized access to or use of the software and NCOA^{Link}.
o.   Processing specialized USPS certification, audit or test files.

4.7   Developer shall provide the USPS with access to any resource used in performance of this license and with the necessary equipment and/or reports to monitor compliance at the NCOA^{Link} Developer's facility.

5.0   <u>BASIC NCOA^{Link} PRODUCT OUTPUT</u>

5.1   The software must include USPS' standardized footnotes to provide consistency of products and facilitate USPS evaluation of customer data.

5.2   For each address submitted to NCOA^{Link}, the software must return the following output:

a.   Each original unaltered input address as it was presented.
b.   The standardized input address appended with the correct ZIP+4/DPC, other postal values and any other intelligence flags or footnotes that result from the CASS processing segment.
c.   For each mailing address for which there is a match to the NCOA^{Link} hash table(s) as defined in this document, the 11-digit DPBC and a conversion to a standardized address, and standard footnote codes as listed in Figure 1. Software shall assign all applicable standard footnote codes.
d.   When a match is made, the following elements must be returned: the move effective date (CCYYMM), specific name and address utilized in the query that obtained the match, and the move type. The move type is determined by the software based on the specific name inquiry utilized to obtain the match.
e.   For each mailing address for which there is not a match to the NCOA^{Link} hash table(s), the software must return all elements as appropriate under a and b as well as any standard footnote codes as may be appropriate under Figure 1.
f.   The urbanization name information, when applicable.
g.   The carrier route information for new (updated) addresses.
h.   Delivery Point Validation results, if returned.
i.   Processing summary report (see Section 10.8) containing information to identify the specific list and the statistics resulting from the NCOA^{Link} process performed on the list.

6.0   QUALITY STANDARDS AND TESTING CRITERIA

6.1   The NCOA^{Link} software will be subject to periodic process quality reviews (audits) and evaluation of its adherence to the conditions of the NCOA^{Link} License Agreement for which it was designed. Please note that the USPS audit file must be processed through the same NCOA^{Link} system Licensees utilize for customer processing.

6.2   The NCOA^{Link} software must provide the necessary output as described in 5.0 utilizing the specific USPS format as described in Figure 3. Upon notification of the transmission of an audit file, it can be retrieved from Developer's specific USPS account via the internet. The audit output and supporting documentation derived from the NCOA^{Link} process will be posted to the same account.

6.3   The audit file will test the NCOA^{Link} software with a series of known forwardable addresses and known non-forwardable addresses to validate the software's ability to query the NCOA^{Link} Product and return the appropriate output and responses.

6.4   The audit will also verify the administrative output, including all reports, of the NCOA^{Link} process.

6.5   Auditing will be performed once annually or as specified by the USPS. If necessary, subsequent audits due to failures must be completed within the annual license period to prevent suspension and/or termination.

6.6   Upon validation of the results, Developer will receive official notification of the audit results from the USPS.

6.7   The software must provide accurately matched responses for at least 99% of the inquiries where data to support these responses are known to be in the USPS file and shall produce no unexpected matches or results.

      a.   The percentage of audit file input name and address records that achieve the correct result shall not be less than 99% when compared to the USPS expected results.

      b.   The audit file output shall not result in a match that is not expected and would result in returning incorrect information that would eventually cause the misdirection of mail.

      c.   The audit file output must correctly provide all NCOA^{Link} elements with 100% accuracy.

6.8   In the event that a problem is identified by the USPS that is related to the NCOA^{Link} process, the USPS will, at its sole discretion, direct correction of the problem and/or exercise the suspension or termination provisions of the License, as it deems appropriate by the situation.

7.0   LICENSEE CERTIFICATION

See Certification Procedures at http://ribbs.usps.gov/files/NCOALink.

8.0   STANDARDS OF PERFORMANCE

8.1   Licensee must, prior to processing any list through NCOA[Link], have on file for each customer submitting a list and any related third party facilitator, a fully executed Processing Acknowledgment Form (PAF). A dataset containing all information from these executed forms must be maintained within the software and made available for Postal Service review for a period of 6 years from date of execution. The software must provide for extraction of required PAF information to fulfill the Licensees' monthly reporting requirements.

8.2   Licensee must process and return all customer address list files within seven (7) business days of receipt unless a longer period is specified by the customer in writing. (Business days are defined as Monday through Friday.) The fulfillment cycle starts the day the customer file is received by the licensee.

8.3   Software must record Licensee service log, which will include the Customer PAF ID as prescribed in Section 10.2. These service logs will be maintained to be made available for Postal Service review for a period of 5 years. The customers' written requests for longer turnaround times shall be reported on the log, maintained with the hardcopy PAFs, and retained for five (5) years. This service log must also be kept on a computer file and shall be submitted to the USPS electronically (see Reports Section for format).

8.4   Developer shall repair or have repaired all software deficiencies related to the NCOA[Link] system within 30 days of identification of said deficiencies.

9.0   ADVERTISING

9.1   Developer is prohibited from representing to third parties that USPS has certified Developer's software product until USPS issues a software certification notice to Developer as described in Step 4, below. Prior to receiving the software certification notice from USPS, Developer may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA[Link] product.

9.2   As stated in Section 1.1, prior to any use, sale and/or distribution of Developer's NCOA[Link] software, Developer must obtain a separate license under one or more of the license categories authorizing said use, sale and/or distribution.

10.0   REPORTS

10.1   Prior to any NCOA^{Link} processing, and once annually thereafter, the Licensee shall obtain a complete and signed copy of the PROCESSING ACKNOWLEDGEMENT FORM (PAF) from each of its customers and for any internal mailing lists processed. All information from the forms must be maintained in an electronic format for the purposes of validating existence and active status of mailer PAFs. The software must have the ability to record, store and report all information from the PAFs for list owners and third parties as described in Section 10.3. The data and hardcopy completed forms are to be maintained by the Licensee and made available for Postal Service review for a period of six years from the date of execution. Examples of the associated data file layouts follow Section 10.

10.2   The Licensee will assign each NCOA^{Link} customer list a unique NCOA^{Link} customer ID. This ID will be used by the software to verify that the customer has a valid, active PAF on file with the Licensee. This ID will also be used to provide a relationship between the Licensee's service log and PAF information files. The format of the ID will be an eighteen character alphanumeric field consisting of four sub-parts. Positions 1-4 are alpha and will identify the Licensee to the USPS and will be assigned to the Licensee by the USPS. Positions 5-10 are numeric and will identify the business in which the list owner engages by the North American Industry Classification System (NAICS) Standard Industry Code (SIC). The list owner may obtain the appropriate NAICS/SIC from the internet at www.osha.gov/oshstats/naics-manual.html. Positions 11-12 are numeric and will identify the frequency of NCOA^{Link} processing on an annual basis (value range 01-52). If multiple lists are processed at different frequencies under the same ID, positions 11-12 must contain "99." Positions 13-18 may be alpha, numeric, or alphanumeric and will identify the customer to the Licensee and to the USPS; this portion of the ID is assigned by the Licensee. This ID will be used to streamline the USPS disclosure accounting procedures. The Licensee will ensure that each of its customers has a unique and never duplicated Customer ID. The software must not allow duplicate IDs. The ID shall be assigned by the Licensee upon execution of the Processing Acknowledgement Form and be used throughout the system as prescribed. The unique and complete 18-character customer ID will be recorded on the PAF. The form will not be complete and acceptable if this ID is omitted or erroneous.

10.3   NCOA^{Link} service requests submitted on behalf of mail list owners by third parties and service requests solicited by third parties must be fully disclosed and duly recorded on the appropriate PAF. Each of these third parties must be assigned a unique ID similar to the format of the customer. The third party ID will be a sixteen character alphanumeric field consisting of three sub-parts excluding the 2-digit processing frequency recorded in the customer's ID.

10.4   The software must be capable of producing monthly performance reports by system platform. The reports begin on the first day of the month and terminate on the last day of the month. The reports will be maintained and made available for Postal Service review for a period of 5 years at the Licensee's facility. The electronic report file layouts follow Section 10. Performance reports include:

1.   Customer Service Log – record of all lists processed through the NCOA^{Link} service and the resultant statistics. Service log information must be kept in sequential order by date. Requirement: one record per list processed.

2.   PAF Customer Information Log – record of all customer information contained on the PAF and key ID and date information of the Licensee and applicable third parties. Minimum Requirement: one record per PAF ID appearing in the corresponding Customer Service Log.

3.   Broker/Agent / List Administrator Log – record of all third party List Brokers/Agents and/or List Administrators handling the address lists of their clients that are processed through the NCOA^{Link} service. Minimum Requirement: one record per third party ID appearing in the PAF Customer Information Log.

10.5   The monthly performance reports will be named using a four-part eight-character identification scheme. The first character will identify the report: "C" for Customer Service Log, "P" for PAF Customer Information Log, or "B" for Broker/Agent / List Administrator Log. Characters 2-5 will contain the USPS-assigned four-character Licensee identification code. The sixth character will identify the month of the report; refer to the chart following this paragraph. The last two characters will identify the year of the report by the last two digits of the calendar year.

Month	Code
January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	A
November	B
December	C

10.6   NCOA^{Link} is intended solely for use as a mailing list update tool. Testing of any kind using NCOA^{Link} is strongly discouraged by the USPS. However, the USPS does acknowledge that certain testing is necessary. In an effort to obtain an accurate statistical reporting regarding addresses updated by NCOA^{Link}, the type of processing must be accurately and consistently recorded. Therefore, the following list of codes must be used to populate the "PROCESSING CATEGORY" field in the service log:

Code	Description	Disposition of Results
EMP TRAIN	File processed as part of employee training.	Results discarded; no update performed or information released.
INT DB TST	Testing involving proprietary Licensee database.	No updates performed; results discarded after analysis.
MKTG TEST	Testing involving external customer lists.	Return information consists of statistics only; COA data is discarded, not returned to customer.
NORMAL	Process mailing list for update prior to mailing.	COA information provided to mailer and/or mailer's representative.
STAGE I	Test of matching performance against USPS self-test file.	Results used for internal program analysis and subsequently discarded.
STAGE II	Test of matching performance scored by USPS.	Output transmitted to USPS for evaluation and discarded when test results finalized.
SYS TEST	File processed as part of system testing such as loading of USPS file updates.	Results discarded; no updates performed or information released.

10.7   NCOA^{Link} Licensees must electronically transmit all required monthly reports to the NCSC. The software must allow for information retrieval based on an input of a date range.

10.8   Software must produce a hardcopy report summarizing the processing of each mailing list processed. The report may contain any and all information gathered to fulfill the requirements of Section 10.4 and information from other processes as desired. At a minimum, the processing summary must contain:

- Licensee Company Name
- Customer PAF ID
- Mailer Company Name
- List Name
- Processing Category
- Pre-Processes Performed flag
- Concurrent Processes Performed flag
- Post-Processes Performed flag
- Standard Output Returned flag
- Matching Logic Applied flag
- Data Returned flag
- Class of Mail
- Date NCOA^{Link} Processing Completed
- Date List Returned to Customer
- Total Number of Records Processed
- Total Number of Records Matched
- Total Number of Records ZIP+4 Coded
- Total Number of Records DPV Confirmed
- Listing of all processes used in obtaining final results

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
		NCOA^{Link}**MONTHLY CUSTOMER SERVICE LOG** **FULL SERVICE PROVIDER** **(page 1 of 6)**		
1	18	CUSTOMER ID Alphanumeric. Customer Processing Acknowledgment Form ID. 1-4 Licensee ID (USPS assigned) 5-10 List Owner SIC 11-12 Frequency of processing 13-18 List Owner ID (Licensee assigned)	18	X(18)
19	28	PROCESSING CATEGORY Set values to identify the type of processing performed. EMP TRAIN, INT DB TST, MKTG TEST, PROD RUN, STAGE I, STAGE II, SYS TEST	10	X(10)
29	29	ADDITIONAL NOTES The literal "A" in this field denotes that customer provided written request for longer processing period.	1	X(1)
30	30	PRE-PROCESSES PERFORMED N = None Y = Yes but with no data modifications D = Yes, data modifications from sources other than postal data P = Yes, data modifications from postal data only (ie: ZIP+4, DPV) B = Yes, data modifications from postal and other sources	1	X(1)
31	31	CONCURRENT PROCESSES PERFORMED N = None Y = Yes but with no data modifications D = Yes, data modifications from sources other than postal data P = Yes, data modifications from postal data only (ie:ZIP+4, DPV) B = Yes, data modifications from postal and other sources	1	X(1)
32	32	POST-PROCESSES PERFORMED N = None Y = Yes but with no data modifications D = Yes, data modifications from sources other than postal data P = Yes, data modifications from postal data only (LACS^{Link}) B = Yes, data modifications from postal and other sources	1	X(1)
33	33	STANDARD OUTPUT RETURNED Y = All NCOA^{Link}required output returned to client N = Post-processes modified return information (ie: updates applied to list) B = Post-processes modified return information; however, separate file containing all required output data was also returned	1	X(1)
34	34	MATCHING LOGIC APPLIED S = Standard (Business, Individual and Family matches allowed) I = Individual only B = Business only C = Individual and Business only	1	X(1)
35	35	DATA RETURNED C = COA Data Returned (including footnotes) F = Footnotes (no COA data included; may include statistics) S = Statistics only (no COA data or footnotes provided)	1	X(1)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
		NCOALink**MONTHLY CUSTOMER SERVICE LOG** **FULL SERVICE PROVIDER** **(page 2 of 6)**		
36	36	CLASS OF MAIL Alphanumeric. Class of mail to be used for mailings produced from customer mailing list. A = First-Class only B = Periodicals only C = Standard Mail only D = Package Services only E = First-Class & Periodicals F = First-Class & Standard Mail G = First-Class & Package Services H = Periodicals & Standard Mail I = Periodicals & Package Services J = Standard Mail & Package Services K = First-Class, Periodicals & Standard Mail L = First-Class, Periodicals & Package Services M = First-Class, Standard Mail & Package Services N = Periodicals, Standard Mail & Package Services O = First-Class, Periodical, Standard Mail, Package Services	1	X(1)
		Processing Date Information		
37	44	DATE LIST RECEIVED FROM CUSTOMER Numeric. Format CCYYMMDD.	8	9(8)
45	52	DATE NCOA Link PROCESSING BEGAN Numeric. Format CCYYMMDD.	8	9(8)
53	60	DATE NCOA Link PROCESSING COMPLETED Numeric. Format CCYYMMDD.	8	9(8)
61	68	DATE LIST RETURNED TO CUSTOMER Numeric. Format CCYYMMDD.	8	9(8)
69	70	TOTAL PROCESSING DAYS	2	9(2)
		Processing Statistics Summary		
71	81	TOTAL NUMBER OF RECORDS PROCESSED Total number of records presented on the original input list.	11	9(11)
82	92	TOTAL NUMBER OF NCOA Link QUERIES PERFORMED Total number of all queries made into NCOA Link including all variations of name and address attempted for each input record. (ie: nickname attempts)	11	9(11)
93	103	TOTAL NUMBER OF RECORDS MATCHED	11	9(11)
104	114	TOTAL NUMBER OF RECORDS ZIP+4 CODED (NOTE: Footnote "AA")	11	9(11)
115	125	TOTAL NUMBER OF RECORDS DPV CONFIRMED (NOTE: Footnote "BB")	11	9(11)
		ZIP+4 Product Information		
126	155	ZIP+4 Software Name	30	X(30)
156	167	ZIP+4 Software Version	12	X(12)
168	175	ZIP+4 Directory (Data) Release Date	8	9(8)
		NCOALink **Product Information**		
176	205	NCOA Link Software Name	30	X(30)
206	217	NCOA Link Software Version	12	X(12)
218	225	NCOA Link Data Release Date	8	9(8)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
		NCOA[Link]**MONTHLY CUSTOMER SERVICE LOG** **FULL SERVICE PROVIDER** **(page 3 of 6)**		
		DPV Product Information		
226	255	DPV Software Name	30	X(30)
256	267	DPV Software Version	12	X(12)
268	275	DPV Data Release Date	8	9(8)
		ZIP+4 Match Statistics		
276	286	Total matched to PO Box record	11	9(11)
287	297	Total matched to Highway Contract record with Box number	11	9(11)
298	308	Total matched to Rural Route default	11	9(11)
309	319	Total matched to Firm record	11	9(11)
320	330	Total matched to General Delivery	11	9(11)
331	341	Total matched to Building/Highrise	11	9(11)
342	352	Total matched to Military ZIP default	11	9(11)
353	363	Total matched to Non-deliverable	11	9(11)
364	374	Total matched to Rural Route with Box number	11	9(11)
375	385	Total matched to Street record	11	9(11)
386	396	Total matched to other	11	9(11)
397	407	Total matched to records with positive LACS flag	11	9(11)
408	418	EWS – No Match Count	11	9(11)
		Footnote Information: Number of responses containing each footnote code:		
		New Address Provided by NCOA[Link]		
419	429	A – Match	11	9(11)
430	440	91 – Match with Secondary Number Dropped on COA (Old Side)	11	9(11)
441	451	92 – Match with Secondary Number Dropped on Input	11	9(11)
		From NCOA[Link] **File Build**		
452	462	01 – Match – Foreign Move	11	9(11)
463	473	02 – Match – Moved Left No Address	11	9(11)
474	484	03 – Match – PO Box Closed	11	9(11)
485	495	04 – No Match – Family move from Street Address w/Secondary	11	9(11)
496	506	05 – Match – New 11 digit DPBC is ambiguous	11	9(11)
507	517	06 – No Match – Middle Name Related	11	9(11)
518	528	07 – No Match – Gender Related	11	9(11)
529	539	08 – No Match – Conflicting Instructions	11	9(11)
540	550	09 – No Match – Family move from Highrise default	11	9(11)
551	561	10 – No Match – Family move from Rural/HC Route default	11	9(11)
562	572	11 – No Match – Individual move – Insufficient name data	11	9(11)
573	583	18 – No Match – Family move from General Delivery	11	9(11)
584	594	19 – Match – New Address not ZIP+4 codeable	11	9(11)
595	605	20 – No Match – Multiple Response – Conflicting Directions	11	9(11)
		From NCOA[Link] **File Run**		
606	616	12 – Match – Middle Name test failed	11	9(11)
617	627	13 – Match – Gender test failed	11	9(11)
628	638	14 – Match – New Address would not convert	11	9(11)
639	649	15 – Match – Individual Name insufficient on input to match	11	9(11)
650	660	16 – Match – Secondary Number discrepancy	11	9(11)
661	671	17 – Match – Different First Name	11	9(11)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
		NCOA^{Link} MONTHLY CUSTOMER SERVICE LOG **FULL SERVICE PROVIDER** **(page 4 of 6)**		
		From ZIP+4 Process		
672	682	A1 – No Match	11	9(11)
683	693	M1 – Primary Number missing	11	9(11)
694	704	M3 – Primary Number invalid	11	9(11)
705	715	P1 – Missing PO, RR or HC Box number	11	9(11)
716	726	P3 – Invalid PO, RR or HC Box number	11	9(11)
		From DPV Process		
727	737	RR – CMRA Match	11	9(11)
738	748	CC – Primary Number Match – Secondary present but invalid	11	9(11)
749	759	N1 – Primary Number Match – Secondary missing	11	9(11)
760	770	R1 – CMRA Match – PMB number not present	11	9(11)
		Move Activity Summary Age based on month and year of process date.		
771	781	ADDRESSES MATCHED MONTH 0 Total number of matches made with Move Effective Date (MED) corresponding to the process date.	11	9(11)
782	792	ADDRESSES MATCHED MONTH 1 Total number of matches made with MED 1 month prior to process date.	11	9(11)
793	803	ADDRESSES MATCHED MONTH 2 Total number of matches made with MED 2 months prior to process date.	11	9(11)
804	814	ADDRESSES MATCHED MONTH 3 Total number of matches made with MED 3 months prior to process date.	11	9(11)
815	825	ADDRESSES MATCHED MONTH 4 Total number of matches made with MED 4 months prior to process date.	11	9(11)
826	836	ADDRESSES MATCHED MONTH 5 Total number of matches made with MED 5 months prior to process date.	11	9(11)
837	847	ADDRESSES MATCHED MONTH 6 Total number of matches made with MED 6 months prior to process date.	11	9(11)
848	858	ADDRESSES MATCHED MONTH 7 Total number of matches made with MED 7 months prior to process date.	11	9(11)
859	869	ADDRESSES MATCHED MONTH 8 Total number of matches made with MED 8 months prior to process date.	11	9(11)
870	880	ADDRESSES MATCHED MONTH 9 Total number of matches made with MED 9 months prior to process date.	11	9(11)
881	891	ADDRESSES MATCHED MONTH 10 Total number of matches made with MED 10 months prior to process date	11	9(11)
892	902	ADDRESSES MATCHED MONTH 11 Total number of matches made with MED 11 months prior to process date.	11	9(11)
903	913	ADDRESSES MATCHED MONTH 12 Total number of matches made with MED 12 months prior to process date.	11	9(11)
914	924	ADDRESSES MATCHED MONTH 13 Total number of matches made with MED 13 months prior to process date.	11	9(11)
925	935	ADDRESSES MATCHED MONTH 14 Total number of matches made with MED 14 months prior to process date.	11	9(11)
936	946	ADDRESSES MATCHED MONTH 15 Total number of matches made with MED 15 months prior to process date.	11	9(11)
947	957	ADDRESSES MATCHED MONTH 16 Total number of matches made with MED 16 months prior to process date.	11	9(11)
958	968	ADDRESSES MATCHED MONTH 17 Total number of matches made with MED 17 months prior to process date.	11	9(11)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
		NCOA[Link]**MONTHLY CUSTOMER SERVICE LOG** **FULL SERVICE PROVIDER** **(page 5 of 6)**		
969	979	ADDRESSES MATCHED MONTH 18 Total number of matches made with MED 18 months prior to process date.	11	9(11)
980	990	ADDRESSES MATCHED MONTH 19 Total number of matches made with MED 19 months prior to process date.	11	9(11)
991	1001	ADDRESSES MATCHED MONTH 20 Total number of matches made with MED 20 months prior to process date.	11	9(11)
1002	1012	ADDRESSES MATCHED MONTH 21 Total number of matches made with MED 21 months prior to process date.	11	9(11)
1013	1023	ADDRESSES MATCHED MONTH 22 Total number of matches made with MED 22 months prior to process date.	11	9(11)
1024	1034	ADDRESSES MATCHED MONTH 23 Total number of matches made with MED 23 months prior to process date.	11	9(11)
1035	1045	ADDRESSES MATCHED MONTH 24 Total number of matches made with MED 24 months prior to process date.	11	9(11)
1046	1056	ADDRESSES MATCHED MONTH 25 Total number of matches made with MED 25 months prior to process date.	11	9(11)
1057	1067	ADDRESSES MATCHED MONTH 26 Total number of matches made with MED 26 months prior to process date.	11	9(11)
1068	1078	ADDRESSES MATCHED MONTH 27 Total number of matches made with MED 27 months prior to process date.	11	9(11)
1079	1089	ADDRESSES MATCHED MONTH 28 Total number of matches made with MED 28 months prior to process date.	11	9(11)
1090	1100	ADDRESSES MATCHED MONTH 29 Total number of matches made with MED 29 months prior to process date.	11	9(11)
1101	1111	ADDRESSES MATCHED MONTH 30 Total number of matches made with MED 30 months prior to process date.	11	9(11)
1112	1122	ADDRESSES MATCHED MONTH 31 Total number of matches made with MED 31 months prior to process date.	11	9(11)
1123	1133	ADDRESSES MATCHED MONTH 32 Total number of matches made with MED 32 months prior to process date.	11	9(11)
1134	1144	ADDRESSES MATCHED MONTH 33 Total number of matches made with MED 33 months prior to process date.	11	9(11)
1145	1155	ADDRESSES MATCHED MONTH 34 Total number of matches made with MED 34 months prior to process date.	11	9(11)
1156	1166	ADDRESSES MATCHED MONTH 35 Total number of matches made with MED 35 months prior to process date.	11	9(11)
1167	1177	ADDRESSES MATCHED MONTH 36 Total number of matches made with MED 36 months prior to process date.	11	9(11)
1178	1188	ADDRESSES MATCHED MONTH 37 Total number of matches made with MED 37 months prior to process date.	11	9(11)
1189	1199	ADDRESSES MATCHED MONTH 38 Total number of matches made with MED 38 months prior to process date.	11	9(11)
1200	1210	ADDRESSES MATCHED MONTH 39 Total number of matches made with MED 39 months prior to process date.	11	9(11)
1211	1221	ADDRESSES MATCHED MONTH 40 Total number of matches made with MED 40 months prior to process date.	11	9(11)
1222	1232	ADDRESSES MATCHED MONTH 41 Total number of matches made with MED 41 months prior to process date.	11	9(11)
1233	1243	ADDRESSES MATCHED MONTH 42 Total number of matches made with MED 42 months prior to process date.	11	9(11)
1244	1254	ADDRESSES MATCHED MONTH 43 Total number of matches made with MED 43 months prior to process date.	11	9(11)

SOFTWARE PERFORMANCE REQUIREMENTS
NCOA^{Link}
SERVICE PROVIDER SOFTWARE

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
**NCOA^{Link} MONTHLY CUSTOMER SERVICE LOG** **FULL SERVICE PROVIDER** **(page 6 of 6)**			
1255	1265	ADDRESSES MATCHED MONTH 44 Total number of matches made with MED 44 months prior to process date.	11	9(11)
1266	1276	ADDRESSES MATCHED MONTH 45 Total number of matches made with MED 45 months prior to process date.	11	9(11)
1277	1287	ADDRESSES MATCHED MONTH 46 Total number of matches made with MED 46 months prior to process date.	11	9(11)
1288	1298	ADDRESSES MATCHED MONTH 47 Total number of matches made with MED 47 months prior to process date.	11	9(11)
1299	1309	ADDRESSES MATCHED MONTH 48 Total number of matches made with MED 48 months or more prior to process date.	11	9(11)
1310	1315	OPERATOR ID Identification code for the operator who processed this list	6	X(6)
1316	1345	BUYER COMPANY NAME If list processed was for rent/sale/lease fulfillment, provide name of company (or individual) purchasing list	30	X(30)
1346	1350	MAILING ZIP CODE ZIP Code of Business Mail Entry Unit (BMEU) or Post Office at which mail will be submitted for mailing	5	9(5)
1351	1600	FILLER	250	X(250)
		CR/LF Carriage Return/Line Feed required at end of each record.		

Note: All numeric fields are right justified, zero filled.
All alphanumeric fields are left justified, spaced filled.

Note: This file shall be submitted in standard ASCII text format and electronically transmitted to the NCSC. The file shall be named using "C," the 4-character code assigned by the NCSC, the 1-character code for the month and the year with an extension of DAT. (e.g. CNAAAC02.DAT)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
		**NCOA**[Link] **MONTHLY CUSTOMER SERVICE LOG** **LIMITED SERVICE PROVIDER** **(page 1 of 6)**		
1	18	CUSTOMER ID Alphanumeric. Customer Processing Acknowledgment Form ID. 1-4 Licensee ID (USPS assigned) 5-10 List Owner SIC 11-12 Frequency of processing 13-18 List Owner ID (Licensee assigned)	18	X(18)
19	28	PROCESSING CATEGORY Set values to identify the type of processing performed. EMP TRAIN, INT DB TST, MKTG TEST, PROD RUN, STAGE I, STAGE II, SYS TEST	10	X(10)
29	29	ADDITIONAL NOTES The literal "A" in this field denotes that customer provided written request for longer processing period.	1	X(1)
30	30	PRE-PROCESSES PERFORMED N = None Y = Yes but with no data modifications D = Yes, data modifications from sources other than postal data P = Yes, data modifications from postal data only (ie: ZIP+4, DPV) B = Yes, data modifications from postal and other sources	1	X(1)
31	31	CONCURRENT PROCESSES PERFORMED N = None Y = Yes but with no data modifications D = Yes, data modifications from sources other than postal data P = Yes, data modifications from postal data only (ie:ZIP+4, DPV) B = Yes, data modifications from postal and other sources	1	X(1)
32	32	POST-PROCESSES PERFORMED N = None Y = Yes but with no data modifications D = Yes, data modifications from sources other than postal data P = Yes, data modifications from postal data only (LACS[Link]) B = Yes, data modifications from postal and other sources	1	X(1)
33	33	STANDARD OUTPUT RETURNED Y = All NCOA[Link] required output returned to client N = Post-processes modified return information (ie: updates applied to list) B = Post-processes modified return information; however, separate file containing all required output data was also returned	1	X(1)
34	34	MATCHING LOGIC APPLIED S = Standard (Business, Individual and Family matches allowed) I = Individual only B = Business only C = Individual and Business only	1	X(1)
35	35	DATA RETURNED C = COA Data Returned (including footnotes) F = Footnotes (no COA data included; may include statistics) S = Statistics only (no COA data or footnotes provided)	1	X(1)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION		LENGTH	COBOL
		NCOA[Link]**MONTHLY CUSTOMER SERVICE LOG** **LIMITED SERVICE PROVIDER** **(page 2 of 6)**			
36	36	CLASS OF MAIL Alphanumeric. Class of mail to be used for mailings produced from customer mailing list. A = First-Class only B = Periodicals only C = Standard Mail only D = Package Services only E = First-Class & Periodicals F = First-Class & Standard Mail G = First-Class & Package Services H = Periodicals & Standard Mail I = Periodicals & Package Services J = Standard Mail & Package Services K = First-Class, Periodicals & Standard Mail L = First-Class, Periodicals & Package Services M = First-Class, Standard Mail & Package Services N = Periodicals, Standard Mail & Package Services O = First-Class, Periodical, Standard Mail, Package Services		1	X(1)
		Processing Date Information			
37	44	DATE LIST RECEIVED FROM CUSTOMER Numeric. Format CCYYMMDD.		8	9(8)
45	52	DATE NCOA[Link]PROCESSING BEGAN Numeric. Format CCYYMMDD.		8	9(8)
53	60	DATE NCOA[Link]PROCESSING COMPLETED Numeric. Format CCYYMMDD.		8	9(8)
61	68	DATE LIST RETURNED TO CUSTOMER Numeric. Format CCYYMMDD.		8	9(8)
69	70	TOTAL PROCESSING DAYS		2	9(2)
		Processing Statistics Summary			
71	81	TOTAL NUMBER OF RECORDS PROCESSED Total number of records presented on the original input list.		11	9(11)
82	92	TOTAL NUMBER OF NCOA[Link]QUERIES PERFORMED Total number of all queries made into NCOA[Link]including all variations of name and address attempted for each input record. (ie: nickname attempts; dropped secondary attempts)		11	9(11)
93	103	TOTAL NUMBER OF RECORDS MATCHED		11	9(11)
104	114	TOTAL NUMBER OF RECORDS ZIP+4 CODED (NOTE: Footnote "AA")	**OPTIONAL – FILLER**	11	9(11)
115	125	TOTAL NUMBER OF RECORDS DPV CONFIRMED (NOTE: Footnote "BB")	**OPTIONAL – FILLER**	11	9(11)
		ZIP+4 Product Information	**OPTIONAL – FILLER**		
126	155	ZIP+4 Software Name	**OPTIONAL – FILLER**	30	X(30)
156	167	ZIP+4 Software Version	**OPTIONAL – FILLER**	12	X(12)
168	175	ZIP+4 Directory (Data) Release Date	**OPTIONAL – FILLER**	8	9(8)
		NCOA[Link]**Product Information**			
176	205	NCOA[Link] Software Name		30	X(30)
206	217	NCOA[Link] Software Version		12	X(12)
218	225	NCOA[Link] Data Release Date		8	9(8)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION		LENGTH	COBOL
		NCOA^{Link}**MONTHLY CUSTOMER SERVICE LOG** **LIMITED SERVICE PROVIDER** **(page 3 of 6)**			
		DPV Product Information	**OPTIONAL – FILLER**		
226	255	DPV Software Name	**OPTIONAL – FILLER**	30	X(30)
256	267	DPV Software Version	**OPTIONAL – FILLER**	12	X(12)
268	275	DPV Data Release Date	**OPTIONAL – FILLER**	8	9(8)
		ZIP+4 Match Statistics	**OPTIONAL – FILLER**		
276	286	Total matched to PO Box record	**OPTIONAL – FILLER**	11	9(11)
287	297	Total matched to Highway Contract record with Box number	**OPTIONAL – FILLER**	11	9(11)
298	308	Total matched to Rural Route default	**OPTIONAL – FILLER**	11	9(11)
309	319	Total matched to Firm record	**OPTIONAL – FILLER**	11	9(11)
320	330	Total matched to General Delivery	**OPTIONAL – FILLER**	11	9(11)
331	341	Total matched to Building/Highrise	**OPTIONAL – FILLER**	11	9(11)
342	352	Total matched to Military ZIP default	**OPTIONAL – FILLER**	11	9(11)
353	363	Total matched to Non-deliverable	**OPTIONAL – FILLER**	11	9(11)
364	374	Total matched to Rural Route with Box number	**OPTIONAL – FILLER**	11	9(11)
375	385	Total matched to Street record	**OPTIONAL – FILLER**	11	9(11)
386	396	Total matched to other	**OPTIONAL – FILLER**	11	9(11)
397	407	Total matched to records with positive LACS flag	**OPTIONAL – FILLER**	11	9(11)
408	418	EWS – No Match Count	**OPTIONAL – FILLER**	11	9(11)
		Footnote Information: Number of responses containing each footnote code:			
		New Address Provided by NCOA^{Link}			
419	429	A – Match		11	9(11)
430	440	91 – Match with Secondary Number Dropped on COA (Old Side)		11	9(11)
441	451	92 – Match with Secondary Number Dropped on Input		11	9(11)
		From NCOA^{Link} **File Build**			
452	462	01 – Match – Foreign Move		11	9(11)
463	473	02 – Match – Moved Left No Address		11	9(11)
474	484	03 – Match – PO Box Closed		11	9(11)
485	495	04 – No Match – Family move from Street Address w/Secondary		11	9(11)
496	506	05 – Match – New 11 digit DPBC is ambiguous		11	9(11)
507	517	06 – No Match – Middle Name Related		11	9(11)
518	528	07 – No Match – Gender Related		11	9(11)
529	539	08 – No Match – Conflicting Instructions		11	9(11)
540	550	09 – No Match – Family move from Highrise default		11	9(11)
551	561	10 – No Match – Family move from Rural/HC Route default		11	9(11)
562	572	11 – No Match – Individual move – Insufficient name data		11	9(11)
573	583	18 – No Match – Family move from General Delivery		11	9(11)
584	594	19 – Match – New Address not ZIP+4 codeable		11	9(11)
595	605	20 – No Match – Multiple Response – Conflicting Directions		11	9(11)
		From NCOA^{Link} **File Run**			
606	616	12 – Match – Middle Name test failed		11	9(11)
617	627	13 – Match – Gender test failed		11	9(11)
628	638	14 – Match – New Address would not convert		11	9(11)
639	649	15 – Match – Individual Name insufficient on input to match		11	9(11)
650	660	16 – Match – Secondary Number discrepancy		11	9(11)
661	671	17 – Match – Different First Name		11	9(11)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION		LENGTH	COBOL
		NCOA^{Link} MONTHLY CUSTOMER SERVICE LOG **LIMITED SERVICE PROVIDER** **(page 4 of 6)**			
		From ZIP+4 Process	**OPTIONAL – FILLER**		
672	682	A1 – No Match	**OPTIONAL – FILLER**	11	9(11)
683	693	M1 – Primary Number missing	**OPTIONAL – FILLER**	11	9(11)
694	704	M3 – Primary Number invalid	**OPTIONAL – FILLER**	11	9(11)
705	715	P1 – Missing PO, RR or HC Box number	**OPTIONAL – FILLER**	11	9(11)
716	726	P3 – Invalid PO, RR or HC Box number	**OPTIONAL – FILLER**	11	9(11)
		From DPV Process	**OPTIONAL – FILLER**		
727	737	RR – CMRA Match	**OPTIONAL – FILLER**	11	9(11)
738	748	CC – Primary Number Match – Secondary present but invalid **OPTIONAL – FILLER**		11	9(11)
749	759	N1 – Primary Number Match – Secondary missing **OPTIONAL – FILLER**		11	9(11)
760	770	R1 – CMRA Match – PMB number not present **OPTIONAL – FILLER**		11	9(11)
		Move Activity Summary Age based on month and year of process date.			
771	781	ADDRESSES MATCHED MONTH 0 Total number of matches made with Move Effective Date (MED) corresponding to the process date.		11	9(11)
782	792	ADDRESSES MATCHED MONTH 1 Total number of matches made with MED 1 month prior to process date.		11	9(11)
793	803	ADDRESSES MATCHED MONTH 2 Total number of matches made with MED 2 months prior to process date.		11	9(11)
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925	935	ADDRESSES MATCHED MONTH 14 Total number of matches made with MED 14 months prior to process date.		11	9(11)
936	946	ADDRESSES MATCHED MONTH 15 Total number of matches made with MED 15 months prior to process date.		11	9(11)
947	957	ADDRESSES MATCHED MONTH 16 Total number of matches made with MED 16 months prior to process date.		11	9(11)

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
NCOALinkMONTHLY CUSTOMER SERVICE LOG LIMITED SERVICE PROVIDER (page 5 of 6)			

RECORD FROM	POSITION TO	FIELD NAME and DESCRIPTION	LENGTH	COBOL
958	968	ADDRESSES MATCHED MONTH 17 Total number of matches made with MED 17 months prior to process date.	11	9(11)
969	979	ADDRESSES MATCHED MONTH 18 Total number of matches made with MED 18 months prior to process date.	11	9(11)
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1013	1023	ADDRESSES MATCHED MONTH 22 Total number of matches made with MED 22 months prior to process date.	11	9(11)
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1035	1045	ADDRESSES MATCHED MONTH 24 Total number of matches made with MED 24 months prior to process date.	11	9(11)
1046	1056	ADDRESSES MATCHED MONTH 25 Total number of matches made with MED 25 months prior to process date.	11	9(11)
1057	1067	ADDRESSES MATCHED MONTH 26 Total number of matches made with MED 26 months prior to process date.	11	9(11)
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1134	1144	ADDRESSES MATCHED MONTH 33 Total number of matches made with MED 33 months prior to process date.	11	9(11)
1145	1155	ADDRESSES MATCHED MONTH 34 Total number of matches made with MED 34 months prior to process date.	11	9(11)
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1222	1232	ADDRESSES MATCHED MONTH 41 Total number of matches made with MED 41 months prior to process date.	11	9(11)
1233	1243	ADDRESSES MATCHED MONTH 42 Total number of matches made with MED 42 months prior to process date.	11	9(11)

SOFTWARE PERFORMANCE REQUIREMENTS
NCOA^{Link}
SERVICE PROVIDER SOFTWARE

<table>
<tr><td colspan="5" align="center">NCOA^{Link}MONTHLY CUSTOMER SERVICE LOG
LIMITED SERVICE PROVIDER
(page 6 of 6)</td></tr>
<tr><td>RECORD FROM</td><td>POSITION TO</td><td>FIELD NAME and DESCRIPTION</td><td>LENGTH</td><td>COBOL</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
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<tr><td>1310</td><td>1315</td><td>OPERATOR ID
Identification code for the operator who processed this list</td><td>6</td><td>X(6)</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>1316</td><td>1345</td><td>BUYER COMPANY NAME
If list processed was for rent/sale/lease fulfillment, provide name of company (or individual) purchasing list</td><td>30</td><td>X(30)</td></tr>
<tr><td>1346</td><td>1350</td><td>MAILING ZIP CODE
ZIP Code of Business Mail Entry Unit (BMEU) or Post Office at which mail will be submitted for mailing</td><td>5</td><td>X(5)</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>1351</td><td>1600</td><td>FILLER</td><td>250</td><td>X(250)</td></tr>
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RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
**PROCESSING ACKNOWLEDGEMENT FORM CUSTOMER INFORMATION** **(page 1 of 1)**				
1	18	CUSTOMER ID Alphanumeric. Customer Processing Acknowledgment Form ID. 1-4 Licensee ID (USPS assigned) 5-10 List Owner SIC 11-12 Frequency of processing 13-18 List Owner ID (Licensee assigned)	18	X(18)
19	68	Company Name	50	X(50)
69	118	Address	50	X(50)
119	146	City	28	X(28)
147	148	State	2	X(02)
149	153	ZIP Code	5	X(05)
154	157	Plus 4 Code	4	X(04)
158	167	Telephone Number	10	X(10)
168	217	Name of person signing PAF	50	X(50)
218	267	Title of person signing PAF	50	X(50)
268	275	Date Signed by Customer (Numeric. Format CCYYMMDD.)	8	9(8)
276	276	Type of PAF (I – Initial, R – Renewal, M – Modification)	1	X(1)
277	306	List Name	30	X(30)
307	321	Postal ID (reserved for future use)	15	X(15)
322	333	Federal Tax Identification Number (TIN) NOTE: Exclude all punctuation	12	X(12)
334	383	Parent Company	50	X(50)
384	433	Alternate Company Name Used for marketing purposes or "dba" name	50	X(50)
434	449	Broker/Agent ID 1-4 Licensee ID (USPS assigned) 5-10 Broker/Agent SIC 11-16 Broker/Agent ID (Licensee assigned)	16	X(16)
450	457	Date Signed by Broker (Numeric. Format CCYYMMDD.)	8	9(8)
458	473	List Administrator ID 1-4 Licensee ID (USPS assigned) 5-10 List Administrator SIC 11-16 List Administrator ID (Licensee assigned)	16	X(16)
474	481	Date Signed by List Administrator (Numeric. Format CCYYMMDD.)	8	9(8)
482	489	Date Signed by NCOA Licensee (Numeric. Format CCYYMMDD.)	8	9(8)
490	600	Filler	111	X(111)
		CR/LF Carriage Return/Line Feed required at end of each record.		

Note: All numeric fields are right justified, zero filled.
All alphanumeric fields are left justified, spaced filled.
Note: This file shall be submitted in standard ASCII text format and electronically transmitted to the NCSC. The file shall be named using "P," the 4-character code assigned by the NCSC, the 1-character code for the month and the year with an extension of DAT. (e.g. PNAAAC02.DAT)

A single PAF may be completed to cover processing for all lists submitted by the list owner provided that the official signing the document has the authority to do so for each separate list. If multiple lists are covered by a single PAF, Licensee must record "MULTIPLE" in the space provided for the Customer ID on the pre-printed PAF. When "MULTIPLE" appears as the Customer ID, an itemization of the list names and corresponding Customer IDs assigned to each must be recorded on the back of the PAF.

All PAF information may be maintained in a single dataset within the Licensee's system. At the time of reporting, the Licensee must provide a single record of the PAF information for each unique Customer ID which appears in the Customer Service Log for the corresponding time period. A second record for a Customer ID will be necessary only if the list is processed before and after PAF renewal during the month in which that PAF is renewed.

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
		BROKER/AGENT / LIST ADMINISTRATOR INFORMATION		
		(page 1 of 1)		
1	16	Broker/Agent / List Administrator ID	16	X(16)
		1-4　　　Licensee ID (USPS assigned)		
		5-10　　Broker/Agent / List Administrator SIC		
		11-18　　Broker/Agent / List Administrator ID (Licensee assigned)		
17	66	Company Name	50	X(50)
67	116	Address	50	X(50)
117	144	City	28	X(28)
145	146	State	2	X(02)
147	151	ZIP Code	5	X(05)
152	155	Plus 4 Code	4	X(04)
156	165	Telephone Number	10	X(10)
166	177	Federal Tax Identification Number (TIN)	12	X(12)
		NOTE: Exclude all punctuation		
178	178	Broker (B) / List Administrator (L)	1	X(1)
179	300	Filler	122	X(122)
		CR/LF		
		Carriage Return/Line Feed required at end of each record.		

Note:　All numeric fields are right justified, zero filled.
　　　　　　All alphanumeric fields are left justified, spaced filled.
Note:　This file shall be submitted in standard ASCII text format and electronically transmitted to the NCSC. The file shall be named using "B," the 4-character code assigned by the NCSC, the 1-character code for the month and the year with an extension of DAT. (e.g. BNAAAC02.DAT)

A Broker/Agent or List Administrator representative must sign the PAF of each of its customers. All information on these third parties may be maintained in a single dataset within the Licensee's system. At the time of reporting, the Licensee must provide a single record of the third party information for each unique ID which appears in the corresponding PAF Information Log.

A Broker/Agent is defined as an external third party who generates business for a Licensee. The Broker/Agent may or may not actually handle the mailer's lists for processes other than NCOA^{Link}. The Broker/Agent does not perform any address updates for the mailer.

A List Administrator is defined as a third party who maintains the database(s) of a mailing list owner. All address updates are performed by the List Administrator on behalf of the list owner. In instances where a list owner outsources maintenance of its data to the Licensee, the Licensee must be listed on the PAF and recorded in the Log files as the List Administrator.

Figure 1
NCOA^{Link} **Footnotes and Descriptions**

Code = Footnote Code   Description = Explanation of Footnote code
Address = "Y" – New Address provided   How = "D" = Derived by data – returned in lieu of 11 digit
          "N" – New Address not provided   "S" = Derived by software

Code	Description	Address	How
A	COA Match - The input record was matched to the master file. A new address could be furnished.	Y	D
01	Found COA: Foreign Move – The input record matched to the master file but new address was outside USPS delivery area.	N	D
02	Found COA: Moved Left No Address – The input record matched to the master file but new address not provided to USPS.	N	D
03	Found COA: Box Closed No Order – The Input record matched a PO Box that has been closed without a forwarding address provided	N	D
04	Found COA: Family Match: Street Address with Secondary – The input record matched to a family COA from a street address which contained secondary information; the input record does not contain secondary information. This address match situation requires individual name matching logic to obtain a COA match and individual names do not match.	N	D
05	Found COA: New 11-digit DPBC is Ambiguous – The input record matched to the master file, but the new address could not be converted to a deliverable address because the DPBC represents more than one delivery point.	N	D
06	Cannot Match COA: Conflicting Directions: Middle Name Related – The input record matched to an individual move on the master file; however, there is more than one COA for the match algorithm and the middle names or initials on the COAs are different. Therefore, a single match result could not be determined.	N	D
07	Cannot Match COA: Conflicting Directions: Gender Related – The input record matched to an individual move on the master file; however, there is more than one COA for the match algorithm and the genders of the names on the COAs are different. Therefore, a single match result could not be determined.	N	D
08	Cannot Match COA: Other Conflicting Instructions – The input record matches to two COAs; the two address records in the master file were compared and due to differences in the new addresses, a match could not be made.	N	D
09	Cannot Match COA: Family Match: High Rise Default – The input record matched to a family COA from a High Rise address ZIP+4 coded to the building default. This address match situation requires individual name matching logic to obtain a COA match and individual names do not match.	N	D
10	Cannot Match COA: Family Match: Rural Default – The input record matched to a family COA from a Rural Route or Highway Contract Route address ZIP+4 coded to the route default. This address situation requires individual name matching logic to obtain a COA match and individual names do not match.	N	D
11	Cannot Match COA: Individual Match: Insufficient COA Name for Match – There is an individual record on the master file with the same surname and address but there is insufficient name information on the master file record to produce a match using individual matching logic.	N	D
12	Found COA: Middle Name Test Failed – There is a master file record for an individual move but the middle name or initial is not the same on the input and master file records.	N	S
13	Found COA: Gender Test Failed – There is a master file record for an individual move but the gender of the name on the input record conflicts with the gender of the name on the the master file record.	N	S
14	Found COA: New Address Would Not Convert at Run Time – The input record matched to a master file record but the new address could not be converted to a deliverable address.	N	S

NCOA^{Link} Footnotes and Descriptions – continued

Code	Description	Address	How
15	Found COA: Individual Name Insufficient – There is a master file record for an individual move; however, a match cannot be made because the input record or the master file record does not contain a first name or contains initials only.	N	S
16	Found COA: Secondary Number Discrepancy – There is a master file record for an individual move but there is conflicting secondary information on the input and master file records.	N	S
17	Found COA: Different First Name – There is a master file record for an individual move but the first name is not the same on the input and master file records.	N	S
18	Cannot Match COA: Family Match: General Delivery – The input record matched to a family COA from a General Delivery address. This address situation requires individual name matching logic to obtain a COA match and individual names do not match.	N	D
19	Found COA: New Address not ZIP+4 codeable – There is a change of address on file but the new address cannot be ZIP+4 coded and therefore there is no 11-digit DPBC to store or return.	N	D
20	Cannot Match COA: Conflicting Directions after re-chaining – Multiple master file records were potential matches for the input record; however, the master file records contained different new addresses and a single match result could not be determined.	N	D
91	COA Match: Secondary Number dropped from COA – The input record matched to a master file record, but the master file record had a secondary number and the input address did not.	Y	D
92	COA Match: Secondary Number Dropped from input address – The input record matched to a master file record, but the input address had a secondary number and the master file record did not.	Y	D

Other Footnote Descriptions

Code	Description	Process
AA	Input Address ZIP+4 match	ZIP+4
A1	Input Address ZIP+4 not matched	ZIP+4
M1	Input Address Primary Number Missing	ZIP+4
M3	Input Address Primary Number Invalid	ZIP+4
P1	Input Address Missing PO, RR, or HC Box number	ZIP+4
P3	Input Address Invalid PO, RR, or HC Box number	ZIP+4
BB	Input Address DPV matched (all components)	DPV
RR	Input Address DPV matched to CMRA	DPV
CC	Input Address DPV Primary Number match, Secondary Number not Matched (secondary number present but is not DPV confirmed)	DPV
N1	Input Address DPV Primary Number match, Highrise Address Missing Secondary Number	DPV
R1	Input Address DPV matched to CMRA but PMB Number not Present	DPV

Figure 2

Per the USPS Domestic Mail Manual (DMM), the ZIP+4 and City/State data must be updated by ZIP+4 and City/State Product users within 45 days of the USPS release date. For general use, a data release is valid for 105 days from the USPS release date and users may elect to receive bi-monthly updates. However, per the NCOA^{Link} License Agreement, NCOA^{Link} Licensees are required to update these files on a monthly basis in order to obtain the best possible results from the NCOA^{Link} process. The following chart is provided to assist in determining which data release is considered the most current for NCOA^{Link} Licensees.

Release	Required Use Date	Last Use Date
January 15	March 1	March 31
February 15	April 1	April 30
March 15	May 1	May 31
April 15	June 1	June 30
May 15	July 1	July 31
June 15	August 1	August 31
July 15	September 1	September 30
August 15	October 1	October 31
September 15	November 1	November 30
October 15	December 1	December 31
November 15	January 1	January 31
December 15	February 1	February 28 (Feb 29 in leap year)

FIGURE 3

TEST CLIENT INPUT FILE HEADER RECORD				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
1	8	NCSC AUDIT FILE CREATED DATE(YYYYMMDD)	8	9(08)
9	14	NCSC AUDIT FILE CREATED TIME(HHMMSS)	6	9(06)
15	18	NCSC AUDIT FILE NUMBER	4	9(04)
19	26	NCSC NCOA^{Link}RELEASE DATE	8	9(08)
27	34	NCSC ZIP+4 RELEASE DATE	8	9(08)
35	42	NCSC DPV RELEASE DATE	8	9(08)
43	43	NCSC TYPE (Audit, Certification, Stage)	1	X(01)
44	298	FILLER	255	X(255)
299	300	CARRIAGE RETURN LINE FEED	2	X(02)

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
		TEST CLIENT INPUT FILE		
		DETAIL RECORD		
1	28	INPUT CUSTOMER KEY	28	X(28)
29	29	INPUT NAME PARSED (Y,N)	1	X(01)
30	95	INPUT CUSTOMER NAME	66	X(66)
	NOTE:	The information found in the INPUT CUSTOMER NAME will be fixed length. The data contained within the field may be presented as a single field or it may be parsed.		
30	35	INPUT PREFIX TITLES	6	X(06)
36	50	INPUT CUSTOMER FIRST NAME	15	X(15)
51	65	INPUT CUSTOMER MIDDLE NAME	15	X(15)
66	85	INPUT CUSTOMER LAST NAME	20	X(20)
86	91	INPUT SUFFIX TITLES	6	X(06)
92	95	FILLER	4	X(04)
96	96	INPUT ADDRESS PARSED (Y,N)	1	X(01)
97	191	INPUT CUSTOMER ADDRESS	95	X(95)
	NOTE:	The information found in the INPUT CUSTOMER ADDRESS will be fixed length. The data contained within the field may be presented as a single field or it may be parsed.		
97	124	INPUT CUSTOMER URBANIZATION NAME	28	X(28)
125	134	INPUT PARSED PRIMARY NUMBER	10	X(10)
135	136	INPUT PARSED PRE-DIRECTIONAL	2	X(02)
137	164	INPUT PARSED PRIMARY NAME	28	X(28)
165	168	INPUT PARSED SUFFIX	4	X(04)
169	170	INPUT PARSED POST-DIRECTIONAL	2	X(02)
171	174	INPUT PARSED UNIT DESIGNATOR	4	X(04)
175	182	INPUT PARSED SECONDARY NUMBER	8	X(08)
183	191	FILLER	9	X(09)
192	192	INPUT LAST LINE PARSED (Y,N)	1	X(01)
193	234	CUSTOMER LAST LINE	42	X(42)
	NOTE:	The information found in the INPUT CUSTOMER LAST LINE will be fixed length. The data contained within the field may be presented as a single field or it may be parsed.		
193	220	INPUT CITY NAME	28	X(28)
221	222	INPUT STATE	2	X(02)
223	227	INPUT FIVE DIGIT ZIP	5	X(05)
228	231	INPUT ZIP+4 ADDON	4	X(04)
232	234	FILLER	3	X(03)
235	298	FILLER	64	X(64)
299	300	CARRIAGE RETURN LINE FEED	2	X(02)

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
		TEST CLIENT OUTPUT FILE **HEADER RECORD**		
1	8	NCSC AUDIT FILE CREATED DATE(YYYYMMDD)	8	9(08)
9	14	NCSC AUDIT FILE CREATED TIME(HHMMSS)	6	9(06)
15	18	NCSC AUDIT FILE NUMBER	4	9(04)
19	26	NCSC NCOA^{Link} RELEASE DATE	8	9(08)
27	34	NCSC ZIP+4 RELEASE DATE	8	9(08)
35	42	NCSC DPV RELEASE DATE	8	9(08)
43	43	NCSC TYPE (Audit, Certification, Stage)	1	X(01)
44	298	FILLER	255	X(255)
299	306	OUTPUT AUDIT FILE CREATED DATE(YYYYMMDD)	8	9(08)
307	312	OUTPUT AUDIT FILE CREATED TIME(HHMMSS)	6	9(06)
313	320	PROCESSED AGAINST NCOA^{Link} RELEASE DATE	8	9(08)
321	328	PROCESSED AGAINST ZIP+4 RELEASE DATE	8	9(08)
329	336	PROCESSED AGAINST DPV RELEASE DATE	8	9(08)
337	340	PROCESSED ON PLATFORM ID	4	X(04)
341	998	FILLER	658	X(658)
999	1000	CARRIAGE RETURN LINE FEED	2	X(02)

		TEST CLIENT OUTPUT FILE DETAIL RECORD Page 1 of 2		
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
1	28	INPUT CUSTOMER KEY	28	X(28)
29	29	INPUT NAME PARSED (Y,N)	1	X(01)
30	95	INPUT CUSTOMER NAME	66	X(66)
	NOTE:	The information found in the INPUT CUSTOMER NAME will be fixed length. The data contained within the field may be presented as a single field or it may be parsed.		
30	35	INPUT PREFIX TITLES	6	X(06)
36	50	INPUT CUSTOMER FIRST NAME	15	X(15)
51	65	INPUT CUSTOMER MIDDLE NAME	15	X(15)
66	85	INPUT CUSTOMER LAST NAME	20	X(20)
86	91	INPUT SUFFIX TITLES	6	X(06)
92	95	FILLER	4	X(04)
96	96	INPUT ADDRESS PARSED (Y,N)	1	X(01)
97	191	INPUT CUSTOMER ADDRESS	95	X(95)
	NOTE:	The information found in the INPUT CUSTOMER ADDRESS will be fixed length. The data contained within the field may be presented as a single field or it may be parsed.		
97	124	INPUT CUSTOMER URBANIZATION NAME	28	X(28)
125	134	INPUT PARSED PRIMARY NUMBER	10	X(10)
135	136	INPUT PARSED PRE-DIRECTIONAL	2	X(02)
137	164	INPUT PARSED PRIMARY NAME	28	X(28)
165	168	INPUT PARSED SUFFIX	4	X(04)
169	170	INPUT PARSED POST-DIRECTIONAL	2	X(02)
171	174	INPUT PARSED UNIT DESIGNATOR	4	X(04)
175	182	INPUT PARSED SECONDARY NUMBER	8	X(08)
183	191	FILLER	9	X(09)
192	192	INPUT LAST LINE PARSED (Y,N)	1	X(01)
193	234	CUSTOMER LAST LINE	42	X(42)
	NOTE:	The information found in the INPUT CUSTOMER LAST LINE will be fixed length. The data contained within the field may be presented as a single field or it may be parsed.		
193	220	INPUT CITY NAME	28	X(28)
221	222	INPUT STATE	2	X(02)
223	227	INPUT FIVE DIGIT ZIP	5	X(05)
228	231	INPUT ZIP+4 ADDON	4	X(04)
232	234	FILLER	3	X(03)
235	298	FILLER	64	X(64)
	NOTE:	The following fields reflect the results of input name after the utilization of a name parser. This is the final parsed name information utilized in the process which was responsible for the final result.		
299	304	QUERY PREFIX TITLE	6	X(06)
305	319	QUERY CUSTOMER FIRST NAME	15	X(15)
320	334	QUERY CUSTOMER MIDDLE NAME	15	X(15)
335	354	QUERY CUSTOMER LAST NAME	20	X(20)
355	360	QUERY SUFFIX TITLE	6	X(06)

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL
	NOTE:	The following fields reflect the results of the input address after the utilization of a certified CASS ZIP+4 system. This is the final address information that was utilized in the process which was responsible for the final result.		
361	388	QUERY CUSTOMER URBANIZATION NAME	28	X(28)
389	398	QUERY PARSED PRIMARY NUMBER	10	X(10)
399	400	QUERY PARSED PRE-DIRECTIONAL	2	X(02)
401	428	QUERY PARSED PRIMARY NAME	28	X(28)
429	432	QUERY PARSED SUFFIX	4	X(04)
433	434	QUERY PARSED POST-DIRECTIONAL	2	X(02)
435	438	QUERY PARSED UNIT DESIGNATOR	4	X(04)
439	446	QUERY PARSED SECONDARY NUMBER	08	X(08)
447	474	QUERY PARSED CITY NAME	28	X(28)
475	476	QUERY PARSED STATE	2	X(02)
477	481	QUERY FIVE DIGIT ZIP	5	X(05)
482	485	QUERY ZIP+4 ADDON	4	X(04)
486	513	RESULT CUSTOMER URBANIZATION NAME	28	X(28)
514	523	RESULT PARSED PRIMARY NUMBER	10	X(10)
524	525	RESULT PARSED PRE-DIRECTIONAL	2	X(02)
526	553	RESULT PARSED PRIMARY NAME	28	X(28)
554	557	RESULT PARSED SUFFIX	4	X(04)
558	559	RESULT PARSED POST-DIRECTIONAL	2	X(02)
560	563	RESULT PARSED UNIT DESIGNATOR	4	X(04)
564	571	RESULT PARSED SECONDARY NUMBER	08	X(08)
572	599	RESULT PARSED CITY NAME	28	X(28)
600	601	RESULT PARSED STATE	2	X(02)
602	606	RESULT FIVE DIGIT ZIP	5	X(05)
607	610	RESULT ZIP+4 ADDON	4	X(04)
611	613	RESULT DBPC (including check digit)	3	X(03)
614	617	RESULT CARRIER RTE	4	X(04)
618	618	RESULT DROP FLAG	1	X(01)
619	619	RESULT DROP N FLAG	1	X(01)
620	625	RESULT MOVE EFFECTIVE DATE	6	X(06)
626	627	RESULT MIDDLE NAME	2	X(02)
628	628	RESULT GENDER	1	X(01)
629	636	RESULT HINT BYTE (after expansion)	8	X(08)
637	638	RESULT LINK FOOTNOTE	2	X(02)
639	640	RESULT ZIP+4 FOOTNOTE	2	X(02)
641	642	RESULT DPV FOOTNOTE	2	X(02)
643	658	HEX VALUE OF THE EMDP (from input address)	16	X(16)
659	698	HEX VALUE OF THE SHA OF EMPD (from input address)	40	X(40)
699	794	HEX VALUE OF THE 48 BYTE OBJECT	96	X(96)
795	834	HEX VALUE OF THE SHA OF 48 BYTE OBJECT	40	X(40)
835	850	HEX VALUE OF THE DATA RETRIEVED (before reorder)	16	X(16)
851	867	DECIMAL VALUE OF THE 17 DIGIT RESULT VALUE	17	X(17)
868	998	FILLER	131	X(131)
999	1000	CARRIAGE RETURN LINE FEED	2	X(02)

Table title (spanning above): **TEST CLIENT OUTPUT FILE / DETAIL RECORD / Page 2 of 2**

The United States Postal Service (USPS) has developed a new technology product that will help mailers validate the accuracy of their address information, right down to the physical delivery point. Mailers will be able to identify individual addresses within a mailing list that are potentially undeliverable-as-addressed due to an addressing deficiency. This new technology is called the Delivery Point Validation (DPV) Product and is made available under license from the USPS.

Although DPV can validate the accuracy of an existing address, it cannot be used to create address lists. The DPV Product is a secure dataset of the 145+ million USPS-delivered addresses; it does not contain addresses that are not delivered by the USPS. Instead of the clear-text data format found in the DSF data, DPV data is in a binary data format that is unintelligible to the reader. There is no text data embedded in the DPV data. Only by presenting an address and processing it using the specific logic defined by the USPS can the user obtain any useful information. The information returned from a DPV inquiry is limited to a "YES/NO" interpretation. This is why DPV is not an address list; it cannot by itself be used to produce a listing of addresses.

1. 0 GENERAL REQUIREMENTS

1.1 DPV will be required by the NCOA^{Link} Full Service Provider licensees as an adjunct process in combination with the ZIP+4 coding and NCOA^{Link} processing.

1.2 To initiate and track the NCOA^{Link}/DPV interface, a modified Certification process will be used.

If the NCOA^{Link} licensee is certified for DPV, DSF or DSF^2 processing, the licensee may use these processing methods to satisfy the NCOA^{Link}/DPV requirement.

If the NCOA^{Link} licensee does not hold a certification for DPV, DSF or DSF^2 processing, the licensee can choose from the following options:

a.   Select a vendor with a DPV-enabled ZIP+4 engine.

b.   Write a proprietary interface for NCOA^{Link}-DPV only. To exercise this option, the following will apply:

1.   Request, in writing, the Interface Developer Guide.

2.   Develop or outsource development of DPV interface in accordance with the DPV Product License, DPV Licensee Performance Requirements, and the Interface Developer Guide.

3.   Request a Stage II CASS/DPV certification test when DPV Interface is completed.

2.0 SPECIFIC REQUIREMENTS

2.1   Although only NCOA^{Link} licensees under 1.2.b above will be issued a specific separate DPV license, except for the following, all licensees shall be bound by the restrictions and requirements of that license (obtain the most current copy at http://ribbs.usps.gov/files/dpv):

a.   Section 2.1, Sole Purpose and Scope, of the DPV License Agreement – The NCOA^{Link}/DPV interface will <u>not</u> be allowed to be "…incorporated into one or more products to be marketed by Licensee in its own name to mailers and subsequent software integrators in their own name…". The NCOA^{Link}/DPV interface is not authorized to be sub-licensed or repackaged/resold from the NCOA^{Link} licensee to any other vendor for DPV processing (unless independently licensed as a DPV licensee).

    b.   Section 3.1, Grant of Rights, of the DPV License Agreement –: NCOA^{Link} licensees may develop their own interface or outsource to have it written. They do not have to be "… a Coding Accuracy Support System (CASS)-certified software developer…".

2.2   For NCOA^{Link} licensees choosing option 1.2.b to write a proprietary NCOA^{Link}-DPV only interface, the following exceptions are also permitted:

    a.   Section 6.1, Payments, of the DPV License Agreement – Licensee will not be required to pay the DPV license fee for an interface used solely to fulfill the NCOA^{Link}/DPV requirement.

    b.   Section 4.2, Specific Requirements, of the DPV Licensee Performance Requirements – Licensee will not need to create a "one time only, restart code" since the product will be utilized in-house only.

    c.   Section 4.3, Specific Requirements, of the DPV Licensee Performance Requirements – Licensee will not be required to encapsulate or encrypt the DPV-integrated product since it cannot be resold or remarketed and must be used in-house only.

3.0 STANDARDS OF PERFORMANCE

3.1 NCOA^{Link} licensees must perform in accordance with the latest published version of the DPV Licensee Performance Requirements (current version attached). Any changes will be published at http://ribbs.usps.gov/files/dpv.

3.2 NCOA^{Link} licensees will process DPV only as a part of NCOA^{Link} processing. Processing of address lists solely for DPV only is not authorized. If a DPV enabled CASS-certified ZIP+4 product is obtained independently then the use of the CASS/DPV product is allowed as part of the NCOA^{Link} process as well as outside the NCOA^{Link} process.

3.3 NCOA^{Link} licensees will complete a DPV Process for all address lists presented for NCOA^{Link} processing whether or not the customer wishes to have the DPV footnote information.

3.4 NCOA^{Link} licensees will provide DPV footnote information in accordance with the DPV Licensee Performance Requirements as requested by the customer.

3.5 NCOA^{Link}/DPV interface will be tested with a CASS/DPV in accordance with the DPV license.

3.6 The software used by NCOA^{Link} licensees for NCOA^{Link} processing will not be required to terminate DPV processing when a False Positive address is encountered on a mailer's file. In this instance, the list can be processed to completion but may not be released to the mailer until authorization to do so is received from the National Customer Support Center.

3.7   The licensee is required to collect all addresses matched to False Positives and submit the addresses to the NCSC via email to dsf2stop@email.usps.gov in the format provided below, along with the mailer's name, the total number of addresses processed and number of addresses matched. This information will be analyzed to determine whether the processed list can be returned to the mailer.

DPV FALSE POSITIVE HEADER RECORD

Ref #	Field	Size	Example	Field Begin	Field End
1	Mailer's Company Name	Pic x (40)	ABC Company Inc	1	40
2	Mailer's Address Line	Pic x (58)	123 Main St	41	98
3	Mailer's City Name	Pic x (28)	Memphis	99	126
4	Mailer's State Name	Pic x (02)	TN	127	128
5	Mailer's 9 Digit ZIP	Pic x (09)	381880001	129	137
6	Total Records Processed	Pic 9 (09)	123456789	138	146
7	Total Records DPV Matched	Pic 9 (09)	123333333	147	155
8	% Match Rate to DSF2	Pic 9 (09)		156	164
9	% Match Rate to ZIP+4	Pic 9 (09)		165	173
10	Number of ZIP Codes on File	Pic 9 (04)		174	177
11	Number of False Positives	Pic 9 (02)		178	179

DPV FALSE POSITIVE DETAIL RECORD

Ref #	Field	Size	Example	Field Begin	Field End
1	Street Pre-Directional	Pic x (02)	NW	1	2
2	Street Name	Pic x (28)	Cedar Grove	3	30
3	Street Suffix Abbr.	Pic x (04)	Pkwy	31	34
4	Street Post-Directional	Pic x (02)	SE	35	36
5	Address Primary Number	Pic x (10)	1234567890	37	46
6	Address Secondary Abbr.	Pic x (04)	Unit	47	50
7	Address Secondary Number	Pic x (08)	12345678	51	58
8	Matched ZIP Code	Pic 9 (05)	12345	59	63
9	Matched Plus 4	Pic 9 (04)	1234	64	67
10	Filler	Pic x (112)		68	179

Reference numbers 1 through 7 are from the input address.
Reference numbers 8 through 9 are from the matched records.

4.0 REPORTS AND ADMINISTRATIVE REQUIREMENTS

4.1   NCOA[Link] licensees will provide USPS with a monthly electronic statistics report in accordance with the following.

NCOA[Link]/DPV STATISTICS REPORT				
RECORD FROM	**POSITION TO**	**FIELD NAME and DESCRIPTION**	**LENGTH**	**COBOL**
** EXCEPT WHERE INDICATED, FIELDS ARE LEFT JUSTIFIED, SPACE FILLED **				
1	40	DPV Licensee Name	40	X(40)
41	44	Filler	4	X(4)
45	52	Report Date - Format CCYYMMDD	8	9(8)
53	60	Date File Received – Format CCYYMMDD	8	9(8)
61	68	Date File Processed – Format CCYYMMDD	8	9(8)
69	78	Filler	10	X(10)
79	79	Filler	1	X(1)
80	119	Customer Name	40	X(40)
120	131	Customer Tax Identification Number (TIN)	12	X(12)
132	138	Customer Standard Industry Code (SIC/NAICS)	7	X(7)
139	143	Customer Number	5	X(5)
144	163	Filler	20	X(20)
164	172	Total Records Presented	9	9(9)
173	181	Filler	9	9(9)
182	190	Total ZIP+4 Coded	9	9(9)
191	199	Street (S) records Coded	9	9(9)
200	208	Filler	9	9(9)
209	217	High Rise (H) records Coded	9	9(9)
218	226	Filler	9	9(9)
227	235	PO Box (P) records Coded	9	9(9)
236	244	Filler	9	9(9)
245	253	RR/HC (R) records Coded	9	9(9)
254	262	Filler	9	9(9)
263	271	Firm (F) records Coded	9	9(9)
272	280	General Delivery (G) records Coded	9	9(9)
281	289	Total Records Delivery Point Validated	9	9(9)
290	298	Street (S) records Validated	9	9(9)
299	307	CMRA Presented	9	9(9)
308	316	CMRA Validated	9	9(9)
317	496	Filler	180	9(180)
497	505	High Rise (H) records Validated	9	9(9)
506	514	CMRA Presented	9	9(9)
515	523	CMRA Validated	9	9(9)
524	703	Filler	180	9(180)
704	712	PO Box (P) records Validated	9	9(9)
713	756	Filler	44	9(44)
757	765	RR/HC (R) records Validated	9	9(9)
766	774	CMRA Presented	9	9(9)
775	783	CMRA Validated	9	9(9)
784	963	Filler	180	9(180)

Delivery Point Validation (DPV)
NCOA^{Link}
Licensee Performance Requirements

		NCOA^{Link}/DPV STATISTICS REPORT		
RECORD FROM	**POSITION TO**	**FIELD NAME and DESCRIPTION**	**LENGTH**	**COBOL**
		** EXCEPT WHERE INDICATED, FIELDS ARE LEFT JUSTIFIED, SPACE FILLED **		
964	972	Firm (F) records Validated	9	9(9)
973	981	CMRA Presented	9	9(9)
982	990	CMRA Validated	9	9(9)
991	1170	Filler	180	9(180)
1171	1179	General Delivery (G) Validated	9	9(9)
1180	1187	Filler	8	X(8)
1188	1196	Total Primary Number Error	9	9(9)
1197	1205	Street (S) records Primary Number Error	9	9(9)
1206	1214	High Rise (H) records Primary Number Error	9	9(9)
1215	1223	PO Box (P) records Primary Number Error	9	9(9)
1224	1232	RR/HC (R) records Primary Number Error	9	9(9)
1233	1241	Firm (F) records Primary Number Error	9	9(9)
1242	1250	Total Secondary Number Error	9	9(9)
1251	1259	Street (S) records Secondary Number Error	9	9(9)
1260	1268	High Rise (H) records Secondary Number Error	9	9(9)
1269	1277	Firm (F) records Secondary Number Error	9	9(9)
1278	1310	Filler	33	X(33)

Note: All numeric fields are right justified, zero filled.
Note: This file shall be submitted in standard ASCII text format and sent to the NCSC on 3 ½" diskette or electronically transferred. The file shall be named using "D," the 3-character code assigned by the NCSC with the month, year and an extension of DAT. (e.g. DNAA1297.DAT)